PENNSYLVANIA SYSTEM OF ASSESSMENTS (PSA)
STATEMENT OF WORK
CONTRACT # 4400015274
JULY 1, 2021 – JUNE 30, 2022
OPTIONAL EXTENSION YEAR 1

The Pennsylvania Department of Education (PDE) contracts with DRC to develop and administer the Pennsylvania System of School Assessment (PSSA), the Keystone Exams, and the Classroom Diagnostic Tools (CDT).

The **PSSA** is a standards-based, criterion-referenced set of assessments, consisting of open-ended, multiple-choice, and evidence-based selected-response items for grades 3–8 in English Language Arts, Mathematics, and Science. Each year, approximately 140,000 students are tested per grade and more than 1.9 million tests are administered via paper/pencil and online testing.

The **Keystone Exams** are a series of end-of-course assessments in Algebra I, Biology, and Literature that students take after completion of the corresponding coursework. Proficiency on the Keystone Exams will be required for graduation beginning with the graduating class of 2019. The exams are offered three times a year in both online and paper/pencil format, and each test is comprised of two modules containing specific course-related content topics.

The **Classroom Diagnostic Tool** is an online test system that supports the Keystone Exams and PSSA by providing instructional feedback to students and teachers through criterion-referenced, multiple-choice, online computer-adaptive assessments of the prerequisite skills of students grade three through high school. The CDT is available for use in schools and classrooms throughout the school year, consists of multiple-choice items with real-time scoring, is based on the same academic content as the PSSA and the Keystone Exams, and provides teachers with easy access to online curricular resources directly from student and class reports.

DRC's responsibilities across these programs include project management; information and test delivery systems; item development and test development; psychometric services; materials production, manufacturing, and distribution; materials receiving, scanning, and scoring; and data management and reporting.

Note: The elements outlined below for the eight main phases of the program apply to all three assessments unless otherwise noted within the description.

Project Management

- Staff and maintain a full project management team to support the program
- Train and maintain customer service staff to support the program
- Provide access and support to a dedicated toll-free customer service support line and email address
- Manage the Technical Advisory Committee (TAC) meeting facilitation and other PDE-approved consulting
- Develop, validate, and provide required reports; including missing materials reports, shipping reports, scoring reports, etc.
- Write, edit, and distribute Assessment Update bulletins

- Develop and gain PDE approval of the *Handbook for Assessment Coordinators* – PSSA and Keystone Exams
- Produce annual training for Assessment Coordinators and any required system-support training
- Manage quality assurance (QA) testing of all online and paper deliverables
- Plan and manage all travel and meetings associated with the development and management of the program
- Manage and provide reports on the annual, third-party audits of the DRC INSIGHT system (SOC 2 – Type 1 and NIST/FISMA)

Information Systems/Test Delivery System

- Develop, test, release, and maintain an online option for administration – PSSA and Keystone Exams
- Develop and maintain a computer adaptive testing platform – CDT only
- Maintain DRC's secure online portal (eDIRECT) through which authorized users can access all assessment-related systems and materials
- Develop, test, and release an online system to gather enrollments and contact/address information – PSSA and Keystone Exams
- Develop and maintain a secure Item Bank system, including remote access for PDE
- Develop, test, and release online systems for Graduation-Cohort attributions – PSSA only
- Develop, test, and release an online system that allows users to match PIMS (denominator) records to PSSA/PASA tests or Keystone Exams for accountability reporting
- Develop, test, and release an online system for Keystone Exams corrections/matching – Keystone Exams only
- Develop and design all programming to support and deliver reports and reporting systems
- Provide adequate QA and maintenance to all necessary and/or required systems to support the program
- Develop, test, and release standalone versions of the INSIGHT Basic, Scientific, and Graphing calculators – PSSA and Keystone Exams

Test Development

- Develop and maintain test designs and blueprints for all grades and subjects for all assessments
- Write and edit new items for all grades and subjects as outlined for each assessment in the Pennsylvania System of Assessments contractual requirements
- Write and edit Technology-Enhanced items for the Science tests – CDT only
- Secure copyright permissions for new items when necessary/required
- Develop and gain PDE approval of all test forms
- Develop and proof all Reference Sheets (scoring guidelines and formula sheets) – PSSA and Keystone Exams
- Prepare staff and materials for New Item Review committee meetings
- Prepare staff and materials for field-test Item with Data Review committee meetings
- Prepare staff and materials for Bias/Sensitivity/Fairness committee meetings
- Translate math and science items for inclusion in Spanish-translation materials – PSSA and Keystone Exams
- Develop and proof all Spanish-translation forms of the assessments – PSSA and Keystone Exams

- Write and edit all Test Administration Manuals, including Spanish-translation versions – PSSA and Keystone Exams
- Script, proof, and produce audio (text-to-speech (TTS)) forms for the online administration of assessments (for subjects that allow the accommodation)
- Script, proof, and produce video sign language (VSL) forms for the online administration of Math and Science – PSSA only
- Script, proof, and produce video sign language (VSL) forms for the online administration of Algebra 1 and Biology (repeat the Winter VSL form in the Spring administration) – Keystone Exams only
- Develop/update, proof, and deliver translation guides for the VSL accommodation as necessary – PSSA and Keystone Exams
- Script, proof, and produce Tutorials and Online Tools Training (OTT)

Psychometrics

- Define and apply TAC-approved statistical analysis methods to equate and scale the assessments
- Engage with a third-party vendor to validate the equating results – PSSA only
- Perform any contractually-required validity and alignment studies using industry-standard and TAC-approved methods
- Gather requirements, apply analyses, and provide detailed results and reports for the Data Forensics work – PSSA and Keystone Exams
- Write and edit the Technical Reports for TAC review and public availability on PDE's website

Production, Manufacturing, Shipping, and Distribution

- Print, proof, and finish (spiral, barcode, and shrink-wrap) all test booklets and answer documents – PSSA and Keystone Exams
- Print, poof, and finish all Spanish, Braille, and large-print versions – PSSA and Keystone Exams
- Translate and produce two Braille versions for each grade/subject, including additional translations if more than two are requested – PSSA and Keystone Exams
- Print, proof, and finish Pre-ID (Student Precode) Labels – PSSA and Keystone Exams
- Print, proof, and finish all reference sheets (scoring guidelines and formula sheets), including Spanish translations – PSSA and Keystone Exams
- Print, proof, and finish all ancillary materials (rulers and protractors) – PSSA only
- Print, proof, and finish all administrative manuals (handbook and administration directions), including Spanish-translations – PSSA and Keystone Exams
- Produce and deliver annual Item and Scoring Samplers – PSSA and Keystone Exams
- Produce and deliver a Braille version of the Item and Scoring Samplers – PSSA and Keystone Exams
- Assemble, package, and ship all test and answer documents, including all translated and accommodated versions – PSSA and Keystone Exams
- Assemble, package, and ship all administrative materials, including manuals, labels, reference sheets, and ancillary materials – PSSA and Keystone Exams

Receiving, Scanning, Editing, and Scoring

- Receive, sort, and stage all paper booklets returned to DRC – PSSA and Keystone Exams

- Inventory and store all paper materials according to contractual requirements – PSSA and Keystone Exams
- Implement and monitor equipment and programs to image-scan all paper answer documents, including redundant quality checks of all scanned multiple-choice data released for scoring – PSSA and Keystone Exams
- Develop and monitor secure systems to distribute scanned and online open-ended student responses to DRC scoring facilities – PSSA and Keystone Exams
- Develop, test, and utilize industry-standard methods to score scanned and online multiple-choice responses
- Handscore all operational OE and constructed-response (CR) items – PSSA and Keystone Exams
- Establish and monitor hand-scoring staff and facilities that meet all PDE requirements for scoring the assessments – PSSA and Keystone Exams
- Systematically monitor the hand-scoring scoring process – PSSA and Keystone Exams
- Handscore the required number of OE and CR field-test items from the assessments – PSSA and Keystone Exams

Reporting

- Receive, validate, and utilize PIMS student data as the basis for all reporting – PSSA and Keystone Exams
- Produce, validate, and deliver District Verification Reports (summarized PIMS data) for LEAs to confirm the accuracy of their PIMS submissions – PSSA and Keystone Exams
- Develop, proof, and deliver electronic Parent Letter student reports – PSSA and Keystone Exams
- Develop, proof, print, and ship Individual Student Reports – PSSA and Keystone Exams
- Print, package, and ship a Secretary's letter with each parent-copy ISR – PSSA only
- Develop, proof, and deliver electronic District and School Summary Reports – PSSA and Keystone Exams
- Develop and maintain a suite of online, interactive reports – CDT only
- Manage, proof, and facilitate the delivery of an online data query and reporting tool (Data Interaction) – PSSA and Keystone Exams
- Produce, validate, and deliver *preliminary* District Student Data Files to meet the requirements of Expedited Reporting – PSSA only
- Produce, validate, and deliver District Student Data Files for the PSSA and Keystone Exams – PSSA and Keystone Exams
- Produce, validate, and deliver summary and participation files to support the School Performance Profile calculations – PSSA and Keystone Exams
- Receive, validate, and incorporate PIMS student data as the denominator for accountability reporting
- Receive, validate, and incorporate PASA results with accountability reporting – PSSA and Keystone Exams